



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 8/31/06

JOB TITLE: Administrative Assistant I

SALARY: (R6) (\$ 27,150) - (\$ 38,206)

DIVISION: Regulatory Affairs

FL STATUS: Exempt ☐ Non-Exempt ☒

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Perform a variety of administrative and clerical duties involving the maintenance of records and tracking systems; coordinate special projects; type and composes diversified material including memorandums, correspondence and reports, some of which may be of a confidential nature; open, stamp and record incoming mail; maintain filing systems; answer and route incoming calls to appropriate staff members; provide information and assistance to employees and consumers; perform related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

High school graduate or two (2) year college degree.

2) EXPERIENCE / SKILLS:

Three (3) to five (5) years of secretarial experience or an equivalent combination of education and experience that meets the required knowledge, skills and abilities. Excellent organization and interpersonal skills.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.